

# **Welcome to the Annual Data Collection training session for 2006-2007**



# Overview

- Why are we doing this?
- Why is your work on this project important?
  - Board of Public Education (BPE) - Accreditation
  - NCLB and Federal Reporting
  - Funding (New State: Quality Educator, Indian Education)
  - 5 Year Planning
  - Sharing

# New for 2007

- Accreditation Data has new questions on internships and bullying, harassment, and intimidation policies.
- 5YCEP Effectiveness Report will be collected elsewhere this year.
- Job Codes have been added and modified to reflect requirements for highly qualified teachers and paraprofessionals and the state quality educator (QE) payment.
- Some special education job code definitions have changed to reflect changes in federal definitions.
- Staff previously reported under “Other Professional Staff, Special Education” should be reported under specific job codes if appropriate.
- Licensed Professionals need to have license numbers added to their records
- You can upload your enrollment file electronically.

# Annual Data Collection Packet

- Table of Contents
- Fall Enrollment instructions
- Glossary of terms
- Job Code list with definitions
- Overview of ADC process
- Authorized Signature Sheet and Check List
- Preprinted Personnel forms
- Montana High School Completer and Dropout Data Collection Handbook.
- New User Name and Passwords for Achievement in Montana (AIM)

# Where to Get More Information

- Use the OPI Web Site:  
<http://www.opi.mt.gov>
  - Go to Programs & Services of OPI; select Annual Data Collection  
<http://www.opi.mt.gov/adc/Index.html>
- Use OPI's Knowledge Database (Get Answers)
- Phone Menu - (406)444-9444
- Tip of the Day

# Getting Started With Citrix

- Install Citrix client software
  - Citrix Setup Page 32 of User Manual
  - Update if not used since Jan, 2006
- User Name and Password
  - Mailed to Authorized Rep in June, 2006
  - Password policy
- Choose the entity you will be working with
  - Page 3 of User Manual

# User Level

- What level of user are you?
- In the electronic program, your user level determines which menu options you can see

# Organization Setup

- Focus on number of hours of instruction
- Must have 1080 hours per school year.
- Page 7 of User Manual



# Full Time Equivalent (FTE)

- Data rolled forward from last year
- “Heart” of all calculations
- Check to make sure it is accurate (For example , FTE units should add up to 1.0)
- Page 8-10 of User Manual
- Page 13 of Overview (yellow sheet)
- See personnel form in packet

# Personnel Assignments

- Used for:
  - Accreditation
  - NCLB Core Academic Subjects for Highly Qualified Teachers
  - FTE counts
    - For the State Legislature
    - Federal Reporting
  - State Quality Educator Payment (NEW)
  - Special Education Reporting
  - See handout “Annual Data Collection Staff Assignment Codes”

# Quality Educator (QE) Payment

- \$2,000 per licensed educator or other professional (per FTE reported in ADC).
- Some job codes are included in the payment and others are not (see list).
- OPI will verify licenses with the OPI Education Licensure database and the Montana Department of Labor and Industry, Business Standards Division professional license databases.
- Licenses must be valid on 12/1/2006 for staff to be included in calculation of QE payment.

# Personnel Assignments...2

- Data rolled forward from last year
- What you see on screens should be same as preprinted forms
- Check that all staff are assigned to the appropriate assignment code with the correct FTE units
- Report all staff by employer
- Break staff out between special and general education assignment codes
- FTE reports on the reports menu to help you review staff FTE when you are done
- Page 10-19 of User Manual

# Personnel Assignments...3

- Reporting paraprofessionals
  - Must update to include qualifications
    - highly qualified paraprofessionals for 2006-2007 federal reporting
      - Two or more years of higher ed
      - Associates degree
      - Academic Assessment

# Personnel Assignments...4

## Licensed Professionals

- Report all staff employed or contracted to provide special education services
- New Job Codes
  - Licensed Nutritionist (SP75)
  - School Nurse – General Education (SP69)
- Other professional staff (SE31 and SE32) (not in QE payment)
- Department of Labor Licensing Database
  - **Professional license numbers have been cleared from the ADC license number field**
  - **Reassign correct license from the licensing database**
  - Defaults to female and White, please change as needed

# Accreditation Report

- To certify to the Board of Public Education that school is meeting applicable accreditation law.
- Page 19 of Manual

# **PIR Days**

## **School Start and End Dates**

- The purpose of this data is to certify number of PIR hours for funding purposes, as well as let OPI specialists know of the type of training being conducted in schools.
- Page 20 of User Manual



# Student Counts

**This is the last year that student counts  
will be collected in ADC**

High School Completers

Dropouts

Limited English Proficient

Immigrant

Gifted

- Disaggregated at all grade levels
- Page 20 of User Manual
- Commonalities among the screens

# Disaggregated Enrollment and Attendance

- Accurately disaggregate enrollment and attendance for NCLB reporting.
- Complete MAEFAIRS first
- You can upload your enrollment electronically. Instructions on the ADC webpage.
- NEW American Indian Achievement Gap Payment (\$200 per American Indian student)
- Page 20-22 of User Manual

# Alternative Education Programs

- To survey schools on what types of alternative schools are present for inclusion in OPI's central database. Will help OPI with answering questions about alternative programs.
- Page 26 of User Manual

# Indian Education for All

- Redesigned with many new questions for 2006-2007
- The purpose of this data is to help OPI understand efforts to implement Indian Education for All law and assist in the staff development and technical assistance where needed.
- Page 26 of User Manual

# Indian Education for All

- Resources, professional development, and teacher and administrator knowledge
- How do you intend to use the FY2007 Indian Education For All funding?
- How do you intend to use FY2007 American Indian Achievement Gap funding?

# Technology Use Report

- Required by Federal Technology Grant.
- Helpful in targeting OPI resources for staff development and technical assistance.
- Page 26-27 of User Manual

# Personnel Recruitment and Retention

- Completed at the District Level
- Used by the OPI, the University system and districts to understand, project and help alleviate staff shortages
- Page 27 of User Manual

# Distance Learning Report

- Required by Administrative Rules
- All districts must complete
- Page 28 of User Manual



# Testing Coordinators

- Need to keep testing coordinator contact information up-to-date for assessment.
- Page 28 of User Manual

# Authorized Signature Page

- Print checklist and sign or sign BLUE sheet in packet.
- Page 2 in the Overview

# Submit

- Program will give a pre-submittal report to let you know if your data is incomplete.
- **Once you submit, you will not be able to make changes. Contact next level in the hierarchy for changes.**
- Submit hierarchy:
  - Schools submit to Districts
  - Districts submit to Counties
  - Counties submit to OPI
  - Special Ed Coops submit to OPI

# Submit continued

- User level determines submit rights
  - School user submits school data only
  - District user submits districts and all schools
  - County user submits all districts and schools

# School Calendar and Master Schedule

- Send the OPI a copy of your school calendar and master schedule

# Preliminary Accreditation Report

- Page 30-31 of User Manual
- Based on submitted data
- Provides preliminary report used in OPI accreditation decisions.
- Follow instructions for notifying OPI of changes or corrections

# **In Summary:**

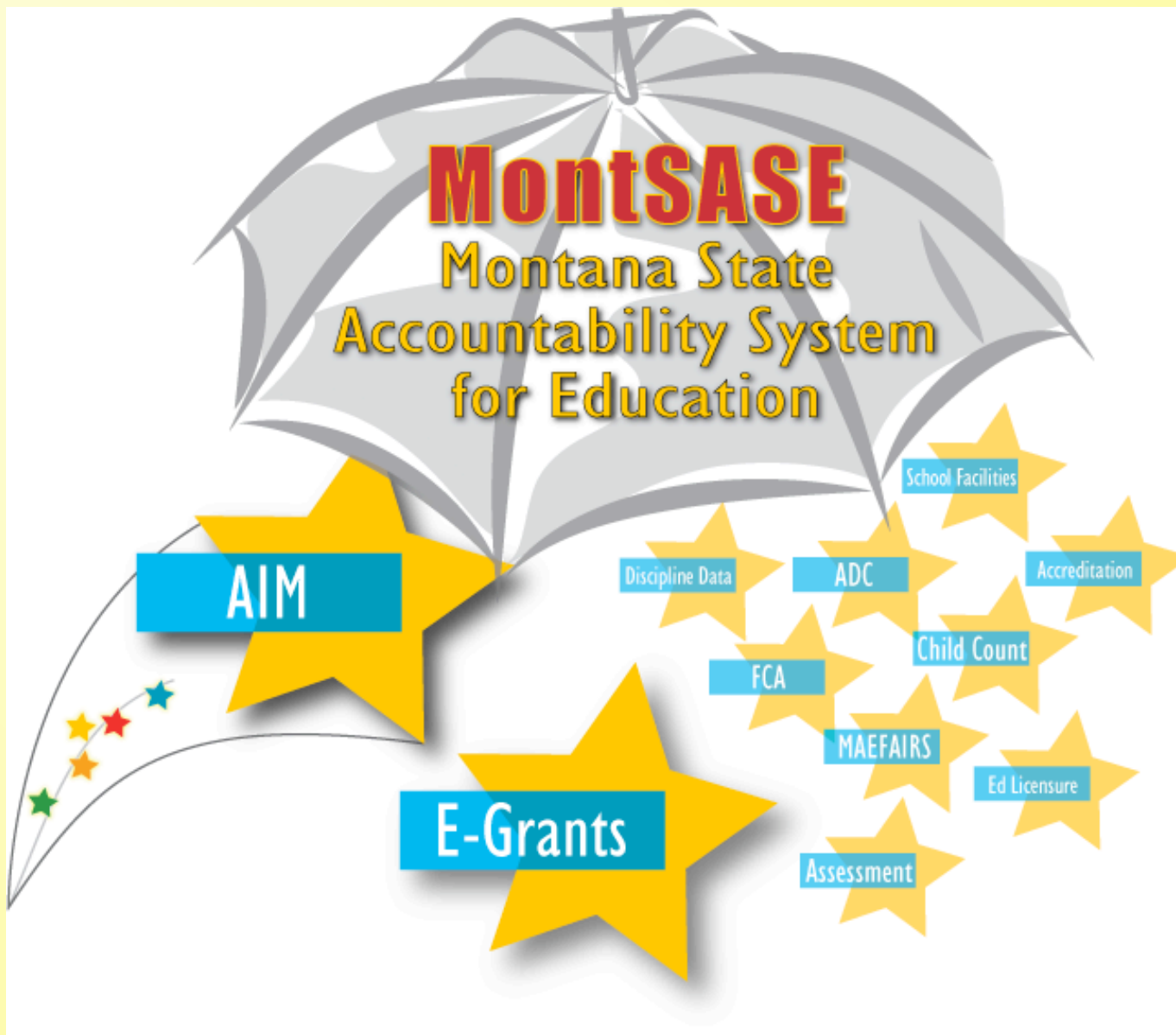
## **What do I need to do?**

- 1) Complete all the data entry items in order
- 2) Update entries for paraprofessionals and licensed professionals
- 3) Review all your reports
- 4) Submit
- 5) Send Authorized Signature Page, School Calendar, and Master Schedule to OPI
- 6) Review Preliminary Accreditation Report

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# **Thank You!**